

25X1C
-NO. 1-3
Organization
9 December 1963

25X1C

Administrative Section

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1. The Administrative Section under the direction of the Support Officer is responsible for providing administrative support for all activities of the [REDACTED] Staff.

25X1A

2. Mr. [REDACTED] is responsible for the immediate supervision of the section with basic responsibilities within the section assigned as follows:

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a. Mr. [REDACTED]

Disbursement and Accounting of Funds
Senior Communicator [REDACTED]
Administration of Personnel Records
Administration of Allowances
Preparation of Finance Vouchers
Top Secret Control Officer (Internal)

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b. SSgt [REDACTED]

Records and Correspondence
Alternate Top Secret Control Officer (Internal)
Receipt, Dispatch and Distribution of Cables
Communicator
Maintenance of Master File Index (Including location of file by safe and drawer number)

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c. SSgt [REDACTED]

Communicator
Supply and Services
Local Economy Procurement When Authorized
Assist in the Management of Records and Correspondence
Maintain Visitors Log and Arrange for Accommodations
Reproduction
Mail and Courier
Preparation of Staff Instructions and Notices

3. With the many tasks to be performed by this small section it is essential that the workload be distributed by the supervisor in the interest of efficiency and fairness to the staff members. All officers are requested to cooperate on this matter by presenting their oral requests for documents, supplies, reproduction service, etc., to the supervisor.

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This instruction supersedes [REDACTED] NO. 1-3, dated 2 Aug 63